

CONFIDENTIAL: To be treated as strictly confidential until
released for publication as follows:-

MORNING PAPERS .. MONDAY, 24th JULY, 1939.
EVENING PAPERS .. MONDAY, 24th JULY, 1939.

NATIONAL REGISTER.

The Commonwealth Statistician (Dr. Roland Wilson) stated today that many requests had been received from religious bodies for information as to the method to be adopted in valuing church property. Particular difficulty had been encountered in valuing land on which places of worship have been erected.

Dr. Wilson stated that, as such edifices as churches or cathedrals rarely have a commercial value, the estimated unimproved value of the land on which they stand would be accepted as the value of the property for the purposes of the National Register Census of Property. It would be unnecessary, therefore, to attempt to place a value on the buildings and other improvements used for the purposes of public worship.

ROLAND WILSON

Commonwealth Statistician.

Commonwealth Bureau of Census and Statistics,

Canberra, A.C.T.

22nd July, 1939.

(5)

CONFIDENTIAL: To be treated as strictly confidential until released for publication as follows:-

EVENING PAPERS .. FRIDAY, 14TH JULY, 1939.
MORNING PAPERS .. SATURDAY, 15TH JULY, 1939.

NATIONAL REGISTER.

The Commonwealth Statistician (Dr. Roland Wilson) stated today that many inquiries had been received from people wishing to know the exact nature of their obligations under the National Registration Act.

Typical inquiries, and the official answers supplied thereto, are given below.

1. FOREIGN COMPANIES.

Q. - Must a foreign company registered in Australia, but with shareholders' register kept in another country, complete a card for itself and what is its position in relation to foreign shareholders?

A. - The company is not required to complete a card for itself or to furnish particulars of the shares and debentures of the company held by persons resident outside Australia. If the company owns property valued at £500 or more in Australia the agent of the company in Australia must furnish a card in respect of that property.

2. ABORIGINALS

Q. - Are aboriginals and half-castes required to fill in a form?

A. - Aboriginal natives, no; half-castes, yes.

3. REFUGEES

Q. - What is the position of refugees arriving in Australia before July 29th?

A. - Personal Cards are required from persons in Australia during the Census period and from persons subsequently arriving.

Property Cards are required from persons in Australia during the Census period. Refugees must send in Cards if they land in Australia before the 29th July. On the Property Card all property, whether held overseas or held locally, must be shown.

4. PERSONS AWAY FROM USUAL ADDRESS.

Q. - If a person happens to be absent from his usual address during the Census period, and has not with him the data necessary for filling in the Property Card, what is he to do?

A. - Apply to the Commonwealth Statistician for an extension of time, setting out the circumstances fully.

5. SUPERANNUATION AND BENEFIT FUNDS.

Q. - Are returns required in respect of the funds of Superannuation Associations and Benefit Funds established by Companies for the benefit of their employees, but which funds are not under the control of the Companies concerned, but are in the names of trustees?

A. - The trustees of each of such funds must fill in and furnish a separate return in respect of the fund if the total value of the assets of the fund is £500 or more.

/6. PARTNERSHIPS

6. PARTNERSHIPS, RACECOURSES, TURF CLUBS.

Q. - Is it necessary for partnerships, racecourse trustees and turf clubs to lodge returns?

A. - Partnerships are not required to furnish returns, but each partner must show the value of his share in the partnership in his personal return. Racecourse trustees are required to furnish returns. Unincorporated turf clubs are not required to furnish returns, but if their property is vested in trustees the latter must do so.

7. SHAREHOLDERS ABROAD.

Q. - In regard to the additional card required from the secretary or other officer of a company in respect of shares or debentures in the company owned by non-residents, should I include only the value of shares in the names of those whose holdings are valued at £500 or more, or the whole of the shares in the names of non-residents irrespective of the value of the individual holdings?

A. - One return only should be lodged covering the whole of the shares and/or debentures in your company held by persons resident outside Australia. The return should include the total value of the holdings of such persons, irrespective of the value of the holdings of individuals. It is unnecessary to show the names and addresses of each absentee share or debenture holder. The name of the company should be written at the top of the card, followed by the words "Absentee Share and Debenture Holders".

8. TEMPORARY RESIDENTS.

Q. - Are cards required from persons temporarily resident in Australia?

A. - Every person who is in Australia between the 17th July and the 29th July is required to furnish a return.

9. OVERSEA ASSETS.

Q. - Are assets overseas required to be shown in the property return and, if so, in what currency are values to be expressed?

A. - Oversea assets must be included, and the value shown in Australian currency.

10. HIRE PURCHASE INTERESTS.

Q. - How should hire purchase assets be treated in the property returns?

A. - Under the usual hire purchase agreement, no property in goods or chattels passes until the whole of the instalments are paid. The legal owner should show the market value of the goods less the value of the hirer's option to purchase. The hirer should show the value of his option to purchase the goods. The value of the hirer's option is the market value of the goods less the amount still owing. If the amount owing should exceed the market value the value of the option should be regarded as nil. In such cases, the legal owner should include the goods at their market value, and the hirer should disregard them in making his return.

ROLAND WILSON
Commonwealth Statistician

CONFIDENTIAL: To be treated as strictly confidential until released
for publication as follows:-

MORNING PAPERS .. MONDAY, 17th JULY, 1939.
EVENING PAPERS .. MONDAY, 17th JULY, 1939.

NATIONAL REGISTER.

The Commonwealth Statistician (Dr. Roland Wilson) stated today that many inquiries continued to be received from people wishing to know the exact nature of their obligations under the National Registration Act.

Further typical inquiries, and the official answers supplied thereto, are given below.

11. PROPERTY AND BANK ACCOUNTS IN NAME
OF HUSBAND AND WIFE.

Q. - How should the Property Card be filled in when the husband and wife have all their property and bank accounts in both names?

A. - In such cases the husband and the wife may be regarded, for the purposes of the Census of Property, as holding a half interest in the property which they both hold jointly as at 30th June, 1939.

12. PROPERTIES IN COURSE OF PURCHASE.

Q. - I have a property which I purchased for £600, of which I have paid £300, and the balance is being paid in weekly instalments. I do not hold the deeds. Have I to return a Property Card?

A. - It is assumed that you are purchasing the property under a contract of sale which provides for purchase by regular weekly instalments of principal and interest over a term of years, and that the amount of £300 represents the amount paid off the principal. If this is so, you would have only an equitable interest in the property to the value of £300, or the amount for which your interest might be assigned. If the assignable value is less than £500, you will not be required to furnish a Property Card.

13. VALUE OF ASSURANCE POLICIES NOT TO BE INCLUDED.

Q. - Should a person who holds shares to the value of £400, and an assurance policy, the present value of which is £200, return a Property Card?

A. - No. The value of assurance policies is excluded. See Item 17 on the Property Card and the Instructions relating thereto.

14. CHURCHES, SCHOOLS, CLUBS, ASSOCIATIONS, ETC.

Q. - Have churches, schools, clubs and associations, etc. to fill in a Property Card if owning property worth £500 or more?

A. - If the property is vested in trustees, and is valued at £500 or more, the trustees are required to furnish returns.

15. CARD REQUIRED IF GROSS VALUE OF PROPERTY
IS £500 OR MORE.

- Q. - I have cash in hand of £100 and a house and land valued at £600. My gross assets are therefore £700, but I have liabilities amounting to £300. Must I return a Property Card?
- A. - Yes. For the purpose of deciding whether you own property of a value not less than £500, you should not deduct liabilities from the gross value of your assets. If the gross value of your assets is £500 or more, you must send in a Property Card.

16. FRIENDLY SOCIETIES AND LODGES.

- Q. - Are friendly societies and other lodges required to complete Property Cards in respect of lodge funds and property?
- A. - Where the property of any society or lodge is vested in trustees, the trustees must furnish a Property Card if the value of their property is £500 or more. If the society or lodge has been converted into a company, the secretary or other prescribed officer of the company is required to fill in and furnish a Property Card. Otherwise, these bodies are not required to furnish returns.

17. CONTINGENT LIABILITIES.

- Q. - Should contingent liabilities be included in the Property Card? For example, should a guarantor include, as a liability, a bank overdraft which he has guaranteed for some other person?
- A. - Contingent liabilities are not provided for on the Property Card, and should not be deducted unless an actual legal liability has been realised.

ROLAND WILSON

Commonwealth Statistician.

Commonwealth Bureau of Census and Statistics,

Canberra, A.C.T.

15th July, 1939.

CONFIDENTIAL: To be treated as strictly confidential until released
for publication as follows:-

EVENING PAPERS .. TUESDAY, 18th JULY, 1939.
MORNING PAPERS .. WEDNESDAY, 19th JULY, 1939.

NATIONAL REGISTER.

The Commonwealth Statistician (Dr. Roland Wilson) stated today that many inquiries continued to be received from people wishing to know the exact nature of their obligations under the National Registration Act.

Further typical inquiries, and the official answers supplied thereto, are given below.

18. MORTGAGED PROPERTY.

Q. - Would a person who owns a house worth £600 (and nothing else), with a mortgage on the house of £300, have to furnish a card?

A. - Yes. The value of the property should be shown opposite Item 12 on the card, and the amount owing on the mortgage should be shown opposite Item 19.

19. PURCHASE OF LAND UNDER CONTRACT OF SALE.

Q. - What value should be given on the card for land which is being purchased under a contract of sale?

A. - Where a person is purchasing land under a contract of sale which provides for purchase by regular instalments of principal and interest over a term of years, and the purchaser will not have the title to the land in his name until completion of such payments, the amount paid off the principal at the 30th June, 1939, represents the purchaser's equity in the property as at that date. The amount so paid off does not, however, necessarily represent the actual value of the equity. The actual value is the amount which the purchaser could reasonably expect to receive for, or in respect of, the equity, if he assigned the equity, or the land were sold. If the actual value of the equity, together with the other assets of the purchaser, is less than £500 as at 30th June, 1939, the purchaser is not required to furnish a property card. If the total value of the equity and other assets exceeds £500, he is required to furnish a property card.

20. JOINT INTERESTS IN PROPERTY.

Q. - Is it necessary for returns to be lodged by joint interests, as well as by the several parties holding those interests, such as estates and beneficiaries, partnerships and the several partners?

A. - Trustees of an estate of value not less than £500 are required to lodge a return in respect of that property. Joint owners of property are not required to furnish a joint return. Each beneficiary, the value of whose interest in an estate, together with his other assets, amounts to £500, should furnish a return including the value of that interest. A partnership as such is not required to furnish a return, but each partner must show opposite item 14 in his personal return the value of his share in the net assets of the partnership.

21. LEGAL REPRESENTATIVE OF A MINOR.

Q. - Who is the legal representative of a minor for the purposes of furnishing a card in respect of the property of such a person?

- A. - Where a minor has no parents alive or available or no appointed guardian, the person (if any) who stands in loco parentis or in any relationship of trust to the minor may be regarded as his legal representative. If a minor has no legal representative, he should himself furnish a card.

22. BENEFICIARY WITH LIFE INTEREST IN ESTATE
DERIVING INCOME FROM OTHER ESTATES.

- Q. - A man has a life interest in a deceased estate which in turn derives a portion of its income from two other estates. Do the trustees of each estate have to furnish a card, and does the beneficiary have to show the capital value of his interest in each estate?
- A. - The beneficiary with a life interest in the estate which derives a portion of its income from two other estates should show the capital value of his life interest in the deceased estate. The trustees of each estate are required to furnish a card in respect of the estate as a whole.

23. TRUST ESTATE VESTED IN MORE THAN ONE TRUSTEE.

- Q. - How should a card for a trust estate be filled in when there is more than one trustee?
- A. - In the case of a trust estate vested in more than one trustee, the trustee should jointly fill in and sign a card in respect of the trust estate, showing opposite the appropriate items the total assets of the trust estate.

24. GROWING CROPS TO BE SHOWN IN ITEM 17.

- Q. - Should the value of growing crops be included in the value of improvements to land or leases?
- A. - The value of growing crops is distinct from the value of improvements to land or leases, and the value should be shown opposite Item 17.

25. IMPROVEMENTS ON LEASEHOLD PROPERTY.

- Q. - Should improvements on leases be regarded as part of the total value of the leases?
- A. - As the market value of the leases is required, the value of improvements on the leasehold property should be included as part of its total value.

26. FUNDS HELD BY REFUGEES.

- Q. - Are cards required from refugee immigrants who hold funds on behalf of other persons who are seeking landing permits?
- A. - The refugees holding the funds are required, as the agents of persons resident abroad, to furnish property cards if the funds so held amount to £500 or more.

27. ANNUITIES PURCHASED FROM LIFE ASSURANCE COMPANIES.

- Q. - Should the value of annuities purchased from life assurance companies be included on the Property Card?
- A. - Policies providing for annuities purchased from life assurance companies are to be regarded as life assurance policies within the meaning of the Act, and, consequently, their value should not be included on the card.

C O M M O N W E A L T H O F A U S T R A L I A

NATIONAL REGISTER

Commonwealth Bureau of Census and Statistics,
28th June, 1939.

To the Editor:

I am forwarding you herewith specimens (in duplicate) of the National Register Cards and Instruction Sheets which are to be used for the purpose of the National Register Census of Men and Census of Property which will be taken during the period Monday, 17th July to Saturday, 29th July (inclusive).

Should you so desire, you are at liberty to reproduce part or whole of any of these documents in your paper. No doubt there will be considerable interest on the part of your readers in the contents of the documents as finally approved, particularly in view of the fact that the Property Card calls for particulars as at the 30th June, 1939. It will be of great convenience to the public to know in advance what their obligations are under the Act, and it would be greatly appreciated if you would be good enough to give as much publicity as possible in advance to the National Register Censuses. This applies particularly to the Census of Property.

The classes of persons who are required to furnish returns are set out clearly in the opening paragraphs of the Instruction Sheet relating to each Card. This is a matter which would probably be of immediate general interest.

Publicity statements dealing with certain matters relating to the National Register are being prepared for issue to the press from time to time, and copies will be forwarded to you as early as possible.

For your information, it is proposed to insert advertisements in all the daily, bi-weekly, tri-weekly and weekly newspapers of the Commonwealth, arrangements for which are now being made through the usual channels.

Thanking you for your co-operation in this important work,

I am,

Yours faithfully,

Roland Wilson

(ROLAND WILSON)

Commonwealth Statistician

C O M M O N W E A L T H O F A U S T R A L I A .

NATIONAL REGISTER.

Commonwealth Bureau of Census and Statistics,
6th July, 1939.

To the Editor:

Further to my circular letter of the 28th June, 1939, I am forwarding you herewith additional publicity statements which have been prepared for circulation in connection with the National Register Census of Men and Census of Property which will be taken during the period Monday, 17th July to Saturday, 29th July (inclusive).

I should esteem it a favour if you would make as much use as you can of this material in the columns of your paper. I would suggest that as much of it as possible should be published on the days immediately before and during the Census period, so that people obliged to return cards may be given as much assistance as possible.

Should you not be able to find space for all the articles and paragraphs in their present form, some of them will have a reference value for the purpose of replying to specific inquiries by correspondents.

So far as possible, it would be of advantage to publish the material in the order in which it has been assembled for delivery to you. Unfortunately, time has not permitted me to include suggested dates of publication or even to number the items in numerical sequence.

Any further points of general interest which may arise in the next few days will be handed out to press representatives in Canberra if there is not time to communicate by letter with all editors.

Thanking you again for your co-operation in this matter,

I am,

Yours faithfully,

Roland Wilson

(ROLAND WILSON)
Commonwealth Statistician.

NATIONAL REGISTER
MAN POWER AND PROPERTY

NEARLY THREE MILLION CARDS EXPECTED
CARDS AVAILABLE AT POST OFFICES BY 17TH JULY.

The collection of the information required for the National Register is an extensive undertaking. It is anticipated that over two million Personal Cards and some three quarters of a million Property Cards will have to be filled in by citizens and subsequently dealt with by the Commonwealth Statistician.

The obligation to fill in and forward Personal Cards is imposed by the law on all male persons who at the date of filling in the Card have reached the age of 18 but have not reached the age of 65 years.

The legal obligation to return Property Cards rests on each person, regardless of sex, who owns in his or her own right property of a value not less than £500, and also upon all those who are called upon to act in a representative capacity in relation to companies, absentees, beneficiaries in trust estates, minors and others under legal disability.

Both Personal and Property Cards, together with sheets of Instructions and addressed envelopes in which to mail the Cards post free to the Commonwealth Statistician are being made available at all post offices throughout the Commonwealth as from Monday, the 17th July.

The taking of this Census of men and of Property commences on Monday, the 17th July and ends on Saturday, the 29th July, by which date all Cards, except a few relating to persons in remote places, should be posted.

So far as is possible, small supplies of cards will be sent to outlying camps, stations and other centres where there is a mail delivery, but it is obviously impossible to do so in every case. In general, persons remote from Post Offices will have to write for Cards to the nearest Post Office and ask for the required number to be sent. A reasonable view will, of course, be taken of the delay so incurred.

People are advised to get their cards early and to study the accompanying instructions on how to fill them in. Help will also be obtainable from explanatory articles and paragraphs appearing from time to time in these columns.

NATIONAL REGISTER CARDS.
29TH JULY LAST POSTING DATE.

For all except those in a few small outlying localities, Saturday, the 29th July is the last date for posting National Register Cards to the Commonwealth Statistician. If possible, they should be posted before that date.

The return of the Personal Card, accurately filled in, is an obligation imposed by the law, and those who fail to comply make themselves liable to penalty.

The maximum penalty is a fine of £50 or three months' imprisonment, or both.

All males who have attained the age of 18 and are under 65 years of age must send in Personal Cards. Every person, irrespective of age or sex (including corporate bodies and the agents of persons overseas) who owns or holds in trust property of a value not less than £500 must return one or more Property Cards.

The maximum penalty for failure to supply the required Property Card or Cards is a fine of £50 or three month's imprisonment, or both.

Cards and instruction leaflets are obtainable at all Post Offices as from Monday, the 17th July.

NATIONAL REGISTER.
SECRECY PROVISIONS OF ACT.
PENALTIES FOR BREACH.

The National Registration Act contains specific provisions designed to ensure that personal or property information contained in the Cards required to be filled in for the purposes of the Censuses shall not be divulged, except as provided for by the Act.

The relevant clauses are as follow:-

- "11. Every officer of the Commonwealth or a State executing any power or duty conferred or imposed on any officer under this Act shall, before entering upon his duties or exercising the power, make before a Justice of the Peace, a Commissioner for Declarations or a Commissioner for Affidavits, a declaration in the prescribed form.
- "12. An officer of the Commonwealth or a State shall not, except as allowed by the Act, divulge the contents of any form filled in in pursuance of this Act.
- "13. The Board and the Commonwealth Statistician, and any officer of the Commonwealth or a State to whom any information obtained under this Act is made known in accordance with this Act or the regulations, shall not, unless the Minister certifies that it is necessary in the public interest that the information contained in any form filled in in pursuance of this Act or the regulations should be divulged, divulge the contents of any such form, and then only to the Minister or to such other officer or officers as the Minister directs:

Provided that the contents of any such form relating to property shall not be divulged to the Minister, and the Minister shall not direct that its contents be divulged to any officer other than the Commissioner of Taxation."

The whole object of these sections is to prevent any officers other than those strictly concerned with the information from having access to it. Penalties are provided for in Section 23 and apply to officers as well as to the general public. The punishment for an offence, where no other penalty is provided, shall be a fine not exceeding £50 or imprisonment for a term not exceeding three months, or both.

Special precautions are being taken by the Commonwealth Statistician to so arrange the tabulating work that the danger of leakage will be reduced to a minimum.

NATIONAL REGISTER CENSUS.
ADVISORY OFFICERS AT POST OFFICES.

Although a detailed set of printed Instructions is being issued with the Cards in use for the purposes of the National Register Censuses, it is recognised by the Commonwealth Statistician that in many cases some special assistance may be desired. Arrangements have, therefore, been made for a special staff of advisory officers to be distributed through the larger post offices of the Commonwealth, particularly in the thickly populated industrial areas. These officers will be available during the whole of the census period.

At the smaller post offices the officers in charge of the distribution of cards will be prepared to answer questions and give such advice and assistance as may be sought by members of the public.

NATIONAL REGISTER
CENSUS OF PROPERTY
WHO HAS TO SIGN THE PROPERTY CARDS?

Individual persons making returns of their own property must sign the cards themselves.

Persons signing cards on behalf of others must state the capacity in virtue of which they render the return on behalf of the person or estate or corporate body named at the top of the card.

Persons who will have to sign on behalf of others are -

1. The "legal representative" of any company or other corporate body. This is defined by the Regulations to mean the Secretary or Manager, or a Director or other principal executive officer of the company or corporate body. In the case of a company in liquidation, the person in whom the control of the property of the company is vested (e.g. the liquidator) should sign the Card.
2. The agent of any person permanently or temporarily absent from Australia.
3. The trustee of a trust estate.
4. The legal representative of any minor or other person who is under legal disability.
5. The Secretary, Manager or a Director of any company in which more than £500 worth of shares and/or debentures are held by persons resident outside Australia, who must make a single return covering all the shares and debentures so owned.

If a person under legal disability, such as a minor, has no legal representative, he should himself fill in and sign the card.

NATIONAL REGISTER
CENSUS OF PROPERTY
MONEY AT CURRENT ACCOUNT

Question 3 in the Property Card calls for a statement of the balance at current account at the bank at 30th June. It is important that the balance shown should be the true one.

The answer required is the balance that would be shown in the pass-book if it were made up to 30th June, and all cheques drawn up to that date had actually been presented at the Bank

Should the depositor have overdrawn his account, the amount so overdrawn must not appear in answer to Question 3 or be deducted from other credit balances, but must be stated in answer to Question 18 under the heading of "Liabilities". Nor must Savings Bank balances be shown in answer to Question 3, but in answer to Question 2.

NATIONAL REGISTER
CENSUS OF PROPERTY
SIGNING PROPERTY CARDS.

Each Property Card must be signed at the foot by the person who fills it in. If the details do not relate to his own property, he must state the capacity in virtue of which he renders the return on behalf of the person, corporate body or estate described at the head of the Card.

NATIONAL REGISTER
CENSUS OF PROPERTY
SAVINGS BANK BALANCES

In answering Question 2 on the Property card, the balance at the Savings Bank, together with accrued interest as at 30th June, is required to be given.

Persons with Savings Bank accounts are therefore advised to request their bank as soon as possible to add accrued interest to the end of June balance.

Those who own Savings Bank "deposit stock" should likewise see that any accrued interest retained on deposit by the Bank is made up to 30th June, and included either with the deposit stock or, if transferred to an ordinary Savings Bank account, added to the balance of the latter. "Deposit Stock" held in Savings Banks must be included in the answer to Question 4, not in answer to Question 2.

NATIONAL REGISTER CENSUS
THE QUESTIONS ON THE PERSONAL CARD

In this article the salient points in each question on the grey-coloured Personal Card are explained briefly. Fuller directions and suggestions will appear from day to day in the during the fortnight of the Census-taking, and readers are advised to keep the articles and paragraphs for their guidance.

The National Registration Act requires every male person who has attained or attains the age of 18 but has not attained the age of 65 to obtain, fill in and transmit to the Commonwealth Statistician a Personal (grey-coloured) card, and every person (including companies) who owns property of a value not less than £500 to obtain and furnish a Property (buff-coloured) Card. These cards will be available at all post-offices as from Monday, 17th July, and when filled in should be mailed (post free) to the Commonwealth Statistician in the addressed envelopes also available at post offices. Cards must be posted before the 29th July.

Persons filling in the Personal Card are advised first to read carefully the printed "Instructions" which apply to it. These instructions appear on one side of the printed leaflet which will be handed out with every card, and those for the Property Card appear on the other side of the leaflet.

The first question on the Personal Card asks the age last birthday. Age last birthday means the age in years at the date of filling in the Card.

The second question asks for the country of birth of the person filling in the card and of his father and mother. In each case only the name of the State or Territory (if Australian-born) or of the Country (if born outside Australia), not the name of a town or locality, is required.

The third question has to do with nationality. A British subject, whether natural born or naturalized, must enter a cross in the appropriate square of two squares provided. The naturalized British subject must also state the place and date of his naturalization. If of foreign nationality, he is not to enter a cross in either square, but is to write on the line provided the name of the country of which he is still legally a subject or citizen.

The fourth question asks the person filling in the Card to indicate, by placing a cross in the appropriate square, whether he has never been married, is married, is a widower, or is divorced. Judicially separated persons are to show themselves as married.

The fifth question relates to relatives who are dependent, not to other dependants of the person filling in the card. Relationship, however, does include a father-in-law, a mother-in-law, a step-father, a step-mother, and step-children, as well as adopted children. Dependence must be substantial. Relatives receiving intermittent help such as an occasional gift of money or kind from the person filling in the Card, but who ordinarily obtain their means of livelihood from other sources, are not to be regarded as dependants. Squares for dependent father, mother and wife are to be filled in with a cross, where appropriate, and the number of dependent children under 16 years and the number of other dependent relatives are to be shown on the lines provided.

The sixth question asks whether the health of the person filling in the card is "Good", "Bad" or "Indifferent". The seventh question asks him to state the nature of any physical disability he may have. The instructions covering these two questions should be read carefully. A temporary or minor ailment is not to be regarded as indicating "bad" or "indifferent" health. A permanent bodily defect is a physical disability, even although it may not interfere with the capacity of the person concerned to follow the calling in which he is engaged. "Totally deaf", "Lost thumb of right hand", "Blind in left eye" are examples of the specific kind of answers required.

The eighth question covers "grade of occupation". In the appropriate square the person must insert a cross to indicate whether he is an employer, or working on his own account, or an employee (including apprentices but not sustenance or relief workers) working at his usual or some other occupation, or unemployed, or is a pensioner, dependant, "retired", etc. A man receiving sustenance work or relief work is to put a cross in the square opposite "unemployed".

The ninth question applies to those persons who have had any period of unemployment (including periods on sustenance work or relief work) during the past 12 months. First the total number of weeks of unemployment during the past 12 months must be stated. If the person is at present unemployed, he must next state in months, weeks and days the period that has elapsed since he was last engaged in any occupation, other than sustenance work or relief work.

The tenth question asks the person filling in the Card to state, firstly, the craft or individual occupation in which he is now engaged, and, secondly, any other skilled crafts or occupations in which he has special skill or training. This question has reference to personal performance of work, not to the branch of industry in which the work is or could be done. Where the conditions of his employment are regulated by industrial tribunals, the person concerned should give as the name of his craft or occupation the designation used in the award, determination or agreement applying to his employment. In other cases it should be as specific and precise as possible.

Examples of the kind of answer expected for the first part of the question on craft or occupation are: "Bank teller"; "Machinist, first-class (slotting)"; "Bricklayer's labourer"; "Plasterer's apprentice (in 3rd year)"; "Engineering student (in 2nd year)"; "Carpenter and joiner (tradesman)" or "(stockwork)"; "Electrical fitter (tradesman)"; "Drop hammersmith". Examples of the kind expected for the alternative crafts or occupations are: "Carpenter (not served apprenticeship)"; "Watch repairer (served apprenticeship)"; "Model maker (self-taught)"; "Artist (water colour and oil)"; "Wireless telegraphist"; "Linguist (fluent in French and German)".

In the eleventh and last question the person filling in the Card is asked to state the particular branch of industry, trade or service, or the profession (regarded as a field of service) in which he is now engaged. This is not to be confused with Question 10 relating to personal craft or occupation. In the eleventh question an employee will state his industry in terms of the description ordinarily applied to the class of activity in his employer's business in which he himself is working. If, for instance, his employer's business is concerned with manufacturing telephone and wireless equipment, he should state his industry as "Telephone and Wireless Equipment Manufacturing". If his employer is engaged in several different branches of one or more industries, for example in manufacturing clothing, furniture, etc., and in importing and in retail distribution, the employee who is employed in the furniture manufacturing branch should state his industry as "Furniture Manufacturing". If employed in a retail selling branch, he should write, for example, "Retail selling of Ironmongery".

A person engaged on his own account, or as an employer in a business, should use the description he normally applies to his type of business in answering Question 11. Examples are: "Wheat farming", "Mixed farming (principally wheat)", "Wool growing", "Prospecting for Gold", "Horse dealing", "Indent agent dealing in Drapery", "Fruit merchant", "Stone Carting on contract", "Building", "Medical profession", etc.

Persons not actively engaged in an industry, trade or service of any kind, with the exception of those unemployed, must state the reason, as for example, "Pensioner", "Dependant", "Retired", "Independent means", "Student", "Invalid", etc. All other males aged 18 and under 65 years are required to state, in answer to Question 11, some particular branch of industry, trade or service, in which they are now engaged.

In answering Questions 10 and 11, those who are unemployed at the time of filling in their Cards should state their usual occupation, and the industry, trade or service in which they are usually engaged.

NATIONAL REGISTER CENSUS

FILLING IN PROPERTY CARD

The National Registration Act requires returns of property held to the value of £500 or more to be furnished to the Commonwealth Statistician on buff-coloured Property Cards which will be available, together with printed sheets of instructions and addressed envelopes, at all Post Offices throughout Australia from Monday, the 17th July.

PERSONS RESPONSIBLE

The persons required to send in the cards are:-

- (1) Every person, regardless of age or sex, owning property in his or her own right, of the value of £500 or more;
- (2) The legal representative (Secretary, Manager, Director or other principal executive officer) of a company or other corporate body;
- (3) The agent of a person permanently or temporarily absent from Australia;
- (4) The trustee of a trust estate;
- (5) The legal representative of a minor or other person under legal disability.

The Secretary, Manager or a Director of a company must in addition furnish a separate Card showing the value (if not less than £500) of the share and debenture holdings in the company of absentees - one Card for each company.

NAMES AND ADDRESSES

The surname of the individual to whom a Card relates should be printed in ink in block letters, and all Christian names and other names should follow. In the case of a corporate body, the full name should be printed in block letters.

The usual address, together with the name of the State, should be stated fully in the case of the individual resident or person temporarily absent from Australia, the full overseas address in the case of a permanent absentee, and the registered address in the case of a company.

VALUATIONS.

The information to be given on the card will in general relate to valuations as at 30th June, 1939, but for trade assets and liabilities only valuations will be accepted as at the latest balancing date on or after 30th June, 1938.

Except where otherwise indicated in the printed instructions, the market value of assets is required, but the basis of determination of the market value will vary with the asset. Market values for securities listed on the Stock Exchanges can be ascertained from the daily press and from Stockbrokers, Company Secretaries, etc. For securities not quoted on the Stock Exchanges the market value should be estimated from the information available. Individuals and Companies customarily trading in securities may use "book" values.

ANSWERS TO QUESTIONS.

Question 1: "Cash in Hand" - Enter the total as at 30th June, 1939. This includes pocket money, money in safe or safe deposit and cheques not elsewhere included. If exact amount is not known, make the best estimate possible. "Not known" will not do.

Question 2: "Savings Bank Deposits". The balance as at 30th June, including accrued interest (which may be got from the bank) is required. Savings bank "deposit stock" comparable to a fixed deposit should not be included here but in answer to Question 4.

/ Question 3:

- Question 3: "Money in Current Bank Account". The answer required is the balance that would be shown in the pass-book if it were made up to 30th June, and all cheques drawn up to that date had actually been presented at the bank. If the account has been overdrawn, the amount of the overdraft should not appear here but in answer to Question 18. Savings Bank balances are to be shown against Question 2.
- Question 4: "Fixed deposits in Banks, Building societies and other institutions". The total of all such is required, including Savings Bank "deposit stock".
- Question 5: "Government and other Public Securities". This question embraces all Government, semi-government, municipal and other public issues, the market value of which is to be stated.
- Question 6: (a) Shares in Companies. State the total market value of shares in incorporated companies, whether public, private or proprietary, but do not include pecuniary interests in partnerships and syndicate undertakings. These latter come in under Question 14. The value of any share-interest in other unincorporated bodies, societies, associations etc. should be entered under Question 17.
- (b) Debentures. The market value of all kinds of debentures of incorporated companies held should be given. Do not include here pecuniary interests in partnerships and syndicates (use Question 14), nor debentures of other unincorporated bodies, societies, associations etc. (use Question 17).
- Question 7: Amounts owing to the person to whom card applies.
- (a) Mortgages on Land. - The total amount outstanding on all loans made on mortgages on land should be stated.
- (b) Other Amounts. The total is required of all other debts, secured and unsecured, owing to the person to whom the card applies.
- Question 8: Stock in Trade. State the estimated value, which may be based on -
- (a) Cost price;
- (b) Present market selling value; or
- (c) Cost of replacement.
- Question 9: Value of Live Stock. If sole owner, state total value of all animals having a market value. If part owner, the value of the share should be stated if it is not included in answer to Question 14.
- Question 10: Value of plant used for trade purposes. State the estimated value of the total of such plant, including motor cars, trucks, tractors, and all farm machinery used exclusively or mainly for trade purposes.
- Question 11: Trade furniture and fittings. Give estimated value. Do not include furniture or fittings of the home.
- Question 12: Land. If the sole owner, give the unimproved value on the first, and the value of improvements on the second, inset line. Unimproved value is the value less the value of all permanent improvements. Enter the total of the two values in the appropriate column (A) or (B) on the line opposite the bracket.
- If not the sole owner, give the value of the person's share in the land and improvements not already included in Answers 10 and 11. Local Government or Land Tax assessment notices will assist in estimating values.
- Question 13: Leases.
- (a) From private persons. State your estimate of the value a bona fide seller would require for the unexpired portion. Do not deduct any amounts borrowed on the security of such leases.

- (b) From the Crown. If a conditional purchase lease, state value of lease-hold property, less amounts owing to the Crown. If the lease is of another character, estimate the bona fide sale value. Do not deduct any amounts borrowed on the security of the lease.

- Question 14: Partnership and Syndicate Undertakings. The total value of all the net assets must first be determined according to the instructions issued with the card and then apportioned among the partners, and the value of each partner's share should be entered on his individual card.
- Question 15: Household Furniture and Personal Effects used for purposes other than trade or occupation: State total value of all items of this kind. The market value of all motor cars, motor cycles, caravans, trailers, etc. used mainly or exclusively for pleasure should be included here, and not in answer to Question 10.
- Question 16: Interests as a Beneficiary in Trust Estates: The estimated value of beneficiary interests of whatever kind must be stated. If in doubt about the value, consult the trustees. The names of the Trust Estate and of the Trustees should be written on the back of the Card. The total value of the beneficiary's interests must be shown against Question 16, and not against particular items of assets. Only the Card for the trust estate itself should contain particulars of the nature of the assets and liabilities.
- Question 17: Other Property: Give the estimated market value of any other property not specified on the card except the value of Life Assurance and Friendly Society policies.

LIABILITIES.

- Question 18: Bank Overdraft: Give total of advances not secured by legal mortgage on land.
- Question 19: Mortgages on Land. State the amounts owing by the person to whom the Card applies. Overdrafts secured merely by the lodgment of titles to land (not being legal mortgages) should be included in Answer 18.
- Question 20: Other Debts. The answer to this question is the total of debts owing, exclusive of bank overdrafts and other bank advances and amounts secured by mortgages of land.

RETURN COMPULSORY.

Cards should be filled in and posted without delay. Neglect to do so renders the person concerned liable to heavy penalties.

NATIONAL REGISTER CARD.

COUNTRY OF BIRTH.

The second question on the Personal Card asks for the country of birth of the person filling in the card and of his father and mother.

If either the person filling in the card, or his father, or his mother, were born in Australia, only the name of the State or Territory is required. He should not write the name of, say, the local town, because there may be other towns of the same name in other States.

Similarly, if the person filling in the card, or his parents, were born outside Australia, only the name of the country should be stated. For instance, if the births occurred in London, he should not write 'London', which is the place-name in more than one country, but 'England'. And so with other countries.

NATIONAL REGISTER CARD.

NATIONALITY.

The third question of the Personal card has to do with nationality.

A British subject (whether natural-born or naturalized) is asked to enter a cross in the appropriate square of two squares provided. The naturalized British subject must also state the place and date of his naturalization.

A person of foreign nationality is not to enter a cross in either square, but is to write on the line provided the name of the country (not of any town or locality within the country) of which he is a national or legally a subject or citizen. Should he be a person deprived of his citizen rights in some country outside the British Commonwealth, but is not yet naturalized as a British subject, he should nevertheless state the name of that country as the country of his nationality, but should mention the circumstances on the back of the card, adding to the appropriate line on the face of the card the words "See back".

NATIONAL REGISTER CENSUS.

SOME PERSONAL CARD POINTS.

Persons returning Personal Cards for the National Register Census are requested to take care that they enter correctly the Commonwealth Electoral Division in which they reside, not the State Electoral Division. Where there is uncertainty, reference should be made to the nearest post office, police office or Electoral Registrar's Office.

There may be some doubt as to who constitute "Dependent Relatives" - Question 5. First of all they must be substantially dependent. Those receiving occasional help or gifts, but ordinarily earning their own living, are not to be regarded as dependants. If dependent, a father-in-law or step-father, mother-in-law or step-mother and step-children or adopted children may be regarded as relatives.

In reply to the health question (No.6), temporary or minor ailments are not sufficient to justify the entry of "Bad" or "Indifferent". Any permanent physical disability - as, for instance, "Slightly deaf", "Blind in Right Eye", "Lost second finger of right hand", "Right leg crippled" - should be indicated even though it does not incapacitate the person for his calling.

In answering question No.10, relating to "Craft or occupation", it is desired that the answers should be specific and fully informative - as, for instance, "Machinist, first-class (Slotting)"; "Electrical Fitter (tradesman)"; "Plasterer's apprentice (3rd year)"; "Bank teller". The same applies to answers to the question dealing with alternative crafts or qualifications, e.g. "Carpenter (never apprenticed)"; "Watch-repairer (served apprenticeship)"; "Modelmaker (self-taught)"; "Artist (water-colour and oil)".

NATIONAL REGISTER
HANDLING THE CARDS

The National Register Cards will be posted to Branch Offices of the Commonwealth Statistician in Melbourne and Sydney. Here they will be sorted up into Electoral Divisions, and a large staff of clerks will proceed to classify the information on the cards by writing "code numbers" opposite each item of written information.

All the clerical staff will consist of returned soldiers, for whom an examination was held some weeks ago. There were over 1,700 applicants for about 130 positions.

After the cards have been classified in this way in Melbourne and Sydney, they will be forwarded to Canberra, where the numbers on the original cards will be transferred to small "machine cards", on which the numbers will appear in the form of punched holes. The punching of these small cards will be done on punching machines operated by girls. These small machine cards will then be passed through elaborate electrical sorting machines, which automatically sort, classify and tabulate all the information which was originally written on the cards. Tables will be prepared for each Federal Electoral Division, and the information in the tables will be analysed and cross-analysed in various ways. Very detailed statistics will thus be available of the different classes of persons whose services could be utilised at short notice in the event of emergency. When they need the information, the authorities will be able to ascertain, not only how many men possessing different qualifications are available in Australia, but they will also be able to tell quickly in what areas they are situated. Taken in conjunction with studies being made of the anticipated effects on Australian trade and industry of any interference with normal business, these statistical results should be of the utmost value in enabling plans to be made to keep the Australian economic system functioning at a satisfactory level under abnormal conditions.

NATIONAL REGISTER
"OCCUPATIONS" AND "INDUSTRIES"
NUMBER AND VARIETY

Question 10 on the Personal Card relates to "Craft or Occupation" - which is to be understood to mean the individual occupation or function of the person within the industry through which his services are rendered. Question 11 relates to "Industry", which means any single branch of productive activity, trade or service. It is concerned with the activities of persons, firms or businesses considered as a group, producing the same commodity, performing the same process or providing the same service.

Ordinary examples of "Craft or Occupation" are: Carpenter, Steward, Stoker, Moulder, Surgeon; and of "Industry": Building, Coke Manufacture, Gold Mining, Poultry-raising, Medicine.

But in a modern community "Occupations" and "Industries" are of astonishing number and variety. The classified list which has been prepared by the Commonwealth Statistician's officers for use in connection with the National Register Census contains over 1,200 separate "occupations" and over 500 separate "industries", and even some of these are groups covering a number of industries.

Here are some of the less well-known occupations:- Oyster-bed worker, shot-firer, bottle sorter, sticker-up (glass), bulldozerman, pickler, guillotine-operator, button-sewer, clicker, air bag maker, casing-cleaner, packerman, dogman, bottlwasher, ringer, bander, cork-tipper, scaffolder, donkeyman, bottle-gatherer.

The wide cover of the word "Industry" as used for Census purposes, is exemplified in the following list:-

Angora rabbit farming, artificial eye making, beach inspection, beehive making, begging, bird catching, carpet beating, chewing gum making, church collecting, circus, clairvoyancy, coffin fittings making, baby-comforter making, crossing-sweeping, crow poisoning, shell grit digging, dingo destroying, dog catching, fortune-telling, fumigating, gum-collecting, hair-teasing, leech collecting, menagerie-keeping, mushroom farming, mussel-gathering, postage stamp-dealing, rat-catching, roundabouts, sand dealing, sponge gathering, street singing, bark stripping, tripe cleaning, wig making, wreck raising.

NATIONAL REGISTER
CENSUS OF PROPERTY
VALUE OF LAND OWNED

Question 12 on the Property Card relates first to land held by a person as sole owner and secondly to land of which the person is part owner.

If the person filling in the card, or the person to whom the return applies, is the sole owner of the land, he must state the "unimproved value" on the first inset line provided, and the "value of improvements" on the second inset line, and state the total of these two values on the single line in the appropriate column (A) and (B) opposite the bracket.

The "unimproved value" is the total value of the land, less the value of all improvements thereon, such as buildings, fences, wells, etc., not already included in answer to Questions 10 and 11.

Where the person concerned is only part owner of the land, the value of his interest only, including his share of all improvements (not already included in answer to Questions 10 and 11) should be stated on the line opposite the words "If not sole owner, value of your Interests".

It should be clearly noted that deductions for amounts owing on mortgages should not be made from the values stated in reply to Question 12. These amounts should be shown in answer to Question 19 as a "Liability".

In arriving at the values required for answers to Questions 12, notice of assessment issued by Local Government or Land Taxation authorities will be found useful.

NATIONAL REGISTER
CENSUS OF PROPERTY
PERSONS LIVING ABROAD.

Persons living abroad, either temporarily or permanently, who own property in Australia of a value not less than £500 are called upon to make returns through their Australian agents, who are deemed to be the owners of the property for the purpose of the Census.

In addition, the Secretary, Manager or a Director of every Company in which more than £500 worth of shares and/or debentures are held by persons resident outside Australia must make a single return covering the whole of the shares and debentures held by the absentee owners. The names and addresses of individual share and debenture holders are not required, but if any one of them owns not less than £500 worth of shares or debentures and other property in Australia, his agent must make a separate return for that individual. This obligation is additional to that imposed on the Secretary, Manager or Director of any Company with absentee share and debenture holders.

NATIONAL REGISTER
CENSUS OF PROPERTY
ASSETS AND LIABILITIES ABROAD

The Act calls for returns of "real and personal property" from persons, trustees and corporate bodies who own, or are deemed to own, property of a value not less than the prescribed value, the latter having now been fixed under the Regulations at £500. The Act does not limit the term "property" to property in Australia only. Hence all property (with the exception of Life Assurance and Friendly Society policies) must be included in the returns, including property held overseas in any other country besides Australia. The value of such assets, and liabilities, if any, must, of course, be stated in Australian currency.

(ED. DESIRABLE THAT THIS SHOULD BE GIVEN PROMINENCE.)

NATIONAL REGISTER
CENSUS OF PROPERTY

VALUATION OF LEASEHOLDS

In furnishing an answer to Question 13 of the Property Card, it is necessary to distinguish between two classes of leaseholds - (a) from private persons and (b) from the Crown.

In the case of the former it is necessary to give the estimated amount that the lease might be expected to realise were the right to the unexpired term offered for sale on such reasonable terms as a bona fide seller would require. Any amounts borrowed on the security of such leases are not to be deducted in this connection.

In the case of a conditional purchase lease from the Crown, the value to be given in the Card is the market value of the lease-hold property less any amounts owing to the Crown. If the Crown lease is of another character, the value to be given is the estimated value that would be realised under conditions of bona fide sale.

It should be specially noted that, in estimating the value of conditional purchase leases, amounts owing to the Crown should be deducted. Any amounts borrowed on the security of any leases, whether from the Crown or from private persons, should not be deducted.

NATIONAL REGISTER
CENSUS OF PROPERTY

ENTERING LIABILITIES

"Liabilities" which form the subject matter of the last three questions on the Property Card fall under three headings - "Bank overdraft", "Amounts owing on mortgages on land" and "All other amounts owing" by the person to whom the card relates.

The person filling in the card must state in answer to Question 18 the amount of overdrafts and other bank advances, if any, owing by the person concerned, unsecured or secured merely by the lodgment of titles to land - these latter not being legal mortgages.

Amounts owing by the person concerned which are secured by legal mortgages on land are required to be set down in answer to Question 19.

The total of all other amounts owing by the person concerned, other than bank overdrafts and any amounts secured by mortgages on land, furnishes the answer to the final question on the Card.

NATIONAL REGISTER
CENSUS OF PROPERTY

ASSETS AND LIABILITIES

Persons concerned with returns for the National Register Census of Property will notice that the first seventeen questions on the Property Card relate to "Assets" of various kinds, and the remaining three questions to "Liabilities" of various kinds.

In filling in the Card, therefore, it is very important that no deduction should be made from Asset items of any amounts owing. All such amounts owing should be included in answer to the appropriate questions 18, 19 and 20 relating to liabilities.

NATIONAL REGISTER
CENSUS OF PROPERTY

PARTNERSHIP AND SYNDICATE INTERESTS.

Question 14 of the Property Card has relation to the value of the individual's share of the net assets of partnership or syndicate undertakings.

It is to be noted that it is not the value of the total assets of the undertaking, but only the value of the individual's share of their total, that is required on the card returned by each individual.

To arrive at this share, of course, the net assets of the entire business must first be determined according to the instructions issued with the Card. The net assets thus ascertained should be proportioned among the partners according to their interests, and the value of any particular partner's share should then be entered on the card of that partner.

NATIONAL REGISTER
CENSUS OF PROPERTY

INTERESTS IN TRUST ESTATES.

The estimated value of the interests of a beneficiary in a trust estate, whether as life-tenant, reversioner or otherwise, must be stated in answer to Question 16 on the Property Card.

If the person filling in the Card is in doubt as to the value of his interests, or the interests of the person to whom the return applies, he should consult the trustees. The name of the trust estate and the name or names of the trustees should be shown on the back of the card.

The interests of beneficiaries in trust estates must be shown in answer to Question 16 on the card of the beneficiary and not against the items of particular assets.

It is only the card for the Trust Estate which should contain the detailed particulars of assets and liabilities.

NATIONAL REGISTER
CENSUS OF PROPERTY

METHODS OF VALUATION.

The information required on the Property Card relates to valuations as at 30th June, 1939, but for trade assets and liabilities only valuations will be accepted as at the latest balancing date on or after 30th June, 1938.

Except where otherwise indicated in the printed Instructions, the market value of assets must be given. The basis of determination of market value will vary with the asset. For instance, in the case of Government and other public securities and company shares and debentures which are quoted on the Stock Exchanges, market values can be obtained from the daily press, stock-brokers, company secretaries, etc. In the case of public securities, shares and debentures not publicly quoted on the Stock Exchanges, the market value should be estimated as accurately as possible from such information as is available.

Individuals and companies customarily trading in securities are permitted to substitute "book" values for market values.

COMMONWEALTH OF AUSTRALIA.

NATIONAL REGISTER CENSUSES.

17th to 29th JULY, 1939.

Every Male Person aged 18 and under 65 years must obtain and furnish a **Personal Card**.

Every Person, irrespective of sex or age (including corporate bodies and the agents of persons overseas), who owns or holds on trust **Property** of a value not less than £500 must obtain and furnish one or more **Property Cards**.

Cards, pre-addressed Envelopes, and Instruction Sheets will be available on demand at all **Post Offices** from the 17th July to 29th July, 1939, inclusive.

PENALTY: A person failing to send in the required form or forms, or knowingly making a false statement therein, is liable to a maximum penalty of £50, or 3 months' imprisonment, or both.

ROLAND WILSON,
Commonwealth Statistician.

DRAFT NATIONAL REGISTER ADVERTISEMENT:

To be published by—

Daily Papers: Three insertions, viz.—17th, 24th and 27th July.

Tri-weekly Papers: Three insertions, viz.—17th or 18th, 24th or 25th, and 27th or 28th July.

Bi-weekly Papers: Two insertions, viz.—17th, 18th or 19th, and 24th, 25th or 26th July.

Weekly Papers: One insertion, viz.—Between 17th and 22nd July.
(Or at discretion, but only when above dates are definitely impossible.)